

# Gift Acceptance Policy

The Sutton Trust is a registered charity No. 1146244.



## Introduction

**The Sutton Trust is committed to realising the charitable aims of the organisation and fundraises in order to achieve them.**

Philanthropic giving is essential to the life and work of the Sutton Trust. The financial sustainability of the Sutton Trust is dependent on the generous support of our many charitable donors. We proactively seek to develop long-term relationships with all our supporters, whether they be organisations or individuals. The Sutton Trust considers each donation on its own merits.

The Sutton Trust has adopted this Gift Acceptance Policy to ensure that it acts in accordance with the legal requirements and standards which apply to fundraising, including the Code of Fundraising Practice of the Fundraising Regulator and guidance issued by the Charity Commission. In deciding whether to accept or refuse a donation, we abide by the law which requires us to consider which action is in the charity's best overall interest.

We assess the relationships we have with all our existing and potential donors following these core principles:

- **Reputation** – The relationship should not negatively impact the reputation of the Sutton Trust;
- **Intellectual independence** - The relationship must encourage and support the Sutton Trust's intellectual independence. Donor's contributions will not influence the Sutton Trust's programming, research or any other activity / output;
- **Honesty and transparency** – We aim to develop positive and honest relationships with all partners and donors;
- **Impact** – Our supporters are entitled to know how we spend the money they have donated, and we will endeavour to ensure that the information we provide is easy to understand and demonstrate how the donation has made a difference.

## Gift Acceptance

The Sutton Trust is grateful to receive philanthropic gifts which include donations, gifts in kind, legacies, pro bono work, and endowments from private individuals, charities, trusts, foundations and other organisations. Due diligence is exercised when considering all types of philanthropic gifts with a value over £10,000.

The Sutton Trust operates on a presumption that it will accept any philanthropic gift on condition that:

- The gift is provided voluntarily for the sole purpose of furthering The Sutton Trust's mission, charitable objects and strategic priorities without the expressed or implied expectation that the donor will receive anything more than acknowledgement and stewardship in return.

- The Sutton Trust assumes full ownership and control of the gift upon receipt, as well as any resultant work, project or asset.
- Acceptance of the gift, including consideration of the individual or organisation making the gift and the source of funds from which the gift derives, is within the law and accords with recognised standards in fundraising.
- The identity of the donor is known to the Sutton Trust.
- Acceptance of the gift does not create an unacceptable conflict of interest for the Sutton Trust, or undermine the Sutton Trust's independence or its academic freedom.
- The Sutton Trust's reputation, money and other assets are protected.

There are occasions when it is not possible for the Sutton Trust to accept a donation. The Sutton Trust retains the right to refuse offers of support in accordance with relevant legislation and the Fundraising Regulator Code of Practice, and on the following grounds:

- We will not accept donations in circumstances where the cost of servicing the donation is greater than its value, or unreasonable in terms of its size or impact on the work of the Sutton Trust.
- We will not accept donations or sponsorship in circumstances where it would materially and demonstrably compromise the Sutton Trust's vision and values or risk bringing the Sutton Trust into disrepute.
- We will not accept support which consists of goods, services or property which the Sutton Trust or its associated charities cannot lawfully use, convert, exchange or sell in direct support of its charitable activity.
- We will not accept gifts that are linked to the proceeds or actions of crime

Should the Sutton Trust have concerns about accepting a gift, it may seek the views of the Charity Commission under Section 110 Charities Act 2011 (power to give advice).

## Due Diligence

The Development team will carry out due diligence on prospective partners and donors before accepting their donations. We will use the basic [Know Your Donor](#) (KYD) principles, as issued by the Charity Commission for England and Wales.

KYD will include the collection and analysis of basic identity information including:

- Donor full name / Company name/ Foundation name
- Permanent address
- UK address (if different)
- Contact telephone number
- Email address
- Company/charity number (if applicable)

All data held regarding prospective and actual donors will be held in accordance with all relevant legislation, including UK GDPR, and Sutton Trust policies on data protection.